



Natural Resources Conservation Service
6013 Lakeside Blvd.
Indianapolis, IN 46278

April 14, 2008

SUBJECT: FNM - Training Related Travel for NEDC Classes (Internal Training)

FILE CODE: 250-13-19

TO: All NRCS Employees

This memo is a reminder to all employees who are scheduled to travel in order to attend classes offered by the National Employee Development Center (NEDC). When NEDC sends the notice to you that you are scheduled to attend a class, all the information needed to make travel arrangements is included in the notice. The notice is not a travel authorization. Each state must issue a travel authorization, since the cost of travel is paid for out of the state NRCS budget.

It is the employee's responsibility to request authorization to travel at government expense by completing the Indiana Travel Information Sheet and submitting it through channels to the Financial Management section at the state office. Attach a copy of all information NEDC provided with the authorization request as supporting documentation. This should be done immediately upon receiving the information from NEDC.

Employees in field locations should contact their FOA for assistance if they have any questions, or need assistance in completing the Travel Information Sheet.

This process will be followed until E-travel is implemented in July 2008.

/s/

JANE E. HARDISTY
State Conservationist